



Town of Pagosa Springs Job Description

Job Title:	Deputy Clerk	Type of Position:	Full-Time Regular	Pay Grade:	10
Department:	Administration	Location:	Town Hall		
Reports to:	Town Clerk/Finance Director	Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		

GENERAL PURPOSE

Under the direction of the Town Clerk/Finance Director, the Deputy Clerk's position is responsible for performing a variety of routine and complex clerical, record keeping and administrative functions to support the operation of the Office of the Town Clerk. In the Town Clerk's absence, performs certain essential duties as required.

Essential Functions include:

- Performs reception duties at Town Hall to include answering phones, fielding questions from the public, directing visitors to the proper Town departments, and receiving payments.
- Facilitates the processing of various license and renewals, including business licenses, lodgers, liquor and marijuana.
- Performs billing, collection, processing and bank deposits of monthly utility and general revenue account transactions, payroll, and accounts payable and receivables.
- Plans, organizes, evaluates, coordinates and directs information; performs research and provides documents and information to Town Council, Town staff and the public.
- Composes, types and edits a variety of correspondence, reports, documents, memoranda and other materials requiring judgment as to content, format, accuracy, and completeness.
- Assists the Records Clerk in the administration of the Town's records management program, which includes archival, records retention and retrieval for Town staff and the public to include explanation of Town ordinances to citizens as requested.
- Assists with preparation of Town Council and Special Licensing Authority agendas and meeting packets, including electronic web posting, social media, copying and distribution.
- Communicates with Town Council, Town departments, citizens, advisory boards and commissions, and outside agencies to perform research and provide information as required.
- Operates a variety of office equipment, including computer, phone, copy machine, fax machine, audiovisual equipment and scanner.
- Assists the Town Clerk with elections.
- Sells, records, indexes and maintains records of cemetery lots sold and arranges for deeds and payment of same.

Peripheral Duties include:

- Attends Council and Special Licensing Authority meetings, taking and preparing minutes in the absence of the Town Clerk or as necessary.
- Attends seminars, workshops, conferences and other functions related to the Deputy Town Clerks' duties and responsibilities.
- Performs the duties of the Town Clerk in his/her absence.
- Performs related work as assigned by the Town Clerk
- Assists with duties performed by clerical staff in their absence.

MINIMUM QUALIFICATIONS

1. Education and Experience

- High School diploma or GED Certificate; and
- Two years of specialized training college, vocational school or organized in-service classes; and
- Certified Municipal Clerk status or progress toward Certification, and two years of increasingly responsible related municipal experience,
OR
- An equivalent combination of education and experience to provide the following knowledge, skills, and abilities.

2. Required Knowledge, Skills, and Abilities

- Working knowledge of modern office practices, procedures, and ability to operate standard office equipment including a computer, copier, scanner, etc.
- Ability to type at least 60 words per minute.
- Knowledge of functions, activities and responsibilities of the Town Clerk's office, in addition to state and local laws and regulations regarding public records, public meetings, and legal notices.
- Ability to serve as a Notary and Custodian of the Town's Official Seal and Public Records.
- Ability to maintain confidentiality of politically sensitive material and information.
- Ability to express ideas clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other agencies and the public.

3. Special Qualifications

- Must possess a valid Colorado State Driver's License. This position is subject to pre-employment drug testing and background check.

4. Physical Demands

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel, or operate objects, and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms.
- Employee must communicate clearly and effectively; must understand and be understood.
- On rare occasions, the employee may be required to climb and balance. The employee must occasionally carry, pull, push, or lift up to 20 pounds.
- Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.
- It is essential that the employee be physically able to operate a variety of computer and office equipment successfully in order to fulfill the essential functions of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in a climate controlled office environment. The noise level in this environment is usually quiet to moderate.

The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISCLAIMER

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Signature

Date